



## LUB CHAW TSWJ SAIB COV KEV HAIS PLAUB

LUB XEEV CALIFORNIA

KIS TSWJ KEV KAWM TSHWJ XEEB

## Cov Lus Noog Heev Tshaj Ntawm Txoj Kev Taw Qhia Ua Ntawv Foob Siv Computer (E-Filing)

Lub Chaw Tswj Saib Cov Kev Hais Plaub (OAH) xav kom cov muaj feem nrog kev plaub ntug siv computer muab lawv cov ntaub ntawv xa tuaj. Thov mus muab cov ntsiab lus hauv qab no saib rau cov lus teb uas tau noog heev tshaj txog kev ua ntawv foob siv computer. Yog tias koj xav kom tau ib co ntsiab lus ntxiv, thov tiv tauj OAH Kis Tswj Saib Kev Kawm Tshwj Xeeb (OAH Special Education Division) ntawm (916) 263-0880 thiab thov nrog ib tug nai tswj haujlwm tham.

### 1. Kev ua ntawv foob siv computer yog dabtsi?

Kev siv computer ua ntawv foob yog ib txoj kev rau cov tog neeg hais plaub ua ntaub ntawv foob nrog rau OAH uas yog siv computer, tshwj xeeb yog siv email. Cov tog neeg hais plaub xa cov ntawv uas yog cov muab tso nrog rau tsab ntawv email xa mus rau OAH lub chaw txais ntawv foob Tswj Saib Kev Kawm Tshwj Xeeb (OAH's Special Education (SE) Filings ([SEFilings@dgs.ca.gov](mailto:SEFilings@dgs.ca.gov)) ntawm lub sijhawm twg los tau.

### 2. Tej txiaj ntsim uas siv computer ua ntawv foob yog dabtsi?

Siv computer ua ntawv foob yog ib txoj kev xaiv kev pab nkag rau hauv yooj yim vim hais tias coob tus neeg tsis muaj kev nkag mus siv lub tshuab xa ntawv fax.

### 3. Nws yuav raug nqi li cas los mus siv txoj kev siv computer ua ntawv foob?

Tsis raug nqi dabtsi los mus siv kev siv computer ua ntawv foob vim hais tias muaj ntau lub hauv paus tswj kev xa ntawv email thiab cov kev muab ntawv hloov mus ua hom ntawv PDF ntau nyob hauv internet.

### 4. Yuav tsum muaj yam dabtsi thiaj li los mus siv tau kev siv computer ua ntawv foob?

Kev nkag tau mus siv internet thiab ib lub hauv paus tswj kev xa ntawv email. (Cov hauv kev piv txwv ntawm cov hauv paus muab email pub dawb muaj tej yam xws li: Gmail, Yahoo! Mail, Hotmail, thiab GMX Mail.) Vim hais tias yuav tsum tau muab cov ntaub ntawv xa raws li yog ib daim hom ntawv PDF uas muab tso nrog rau tsab ntawv email, txoj kev nkag mus siv qhov yuav muab ntawv hloov ua hom ntawv PDF xws li cov ua tau pub dawb hauv internet nyob rau ntawm cov vas sab nram qab no: [www.freepdfconvert.com](http://www.freepdfconvert.com) los yog [www.pdfonline.com/convert-pdf](http://www.pdfonline.com/convert-pdf). Tsis tas li, hom Microsoft Word 2007 thiab hom qub dua yeej tseem muaj qhov hloov tau cov ntawv mus ua hom ntawv PDF - thov mus saib koj cov ntaub ntawv

hais txog lub computer tej khoom siv los teev meej hais tias koj cov khoom computer yeej muaj peev xwm siv tau. (Yog xav paub ntxiv txog cov txheej txheem xa ntawv mus li cas, thov mus saib [Cov Kev Taw Qhia Ua Ntawv Foob Siv Computer](#)).

**5. Kuv yuav mus siv kev siv computer ua ntawv foob li cas?**

Leej twg yuav xa ib daim ntawv hais txog ib rooj plaub twg los tau yog tias muab xa kom txog rau lub chaw txais Cov SE Filings ([SEFilings@dgs.ca.gov](mailto:SEFilings@dgs.ca.gov)), tsuav nws ua tau raws li cov kev teev tseg kom yuav tsum ua raws nyob rau hauv [Cov Kev Taw Qhia Ua Ntawv Foob Siv Computer](#).

**6. Txoj kev siv computer ua ntawv foob puas yog ib qho yus yuav tsum ua xwb xwb li?**

Tsis yog, txoj kev siv computer ua ntawv foob tsis yog ib yam yus yuav tsum ua xwb xwb li tiamsis cov tog neeg hais plaub yeej xav kom koom tes heev li vim hais tias nws muaj ntau yam txiaj ntsim txog qhov kev xa ntaub ntawv siv computer.

**7. Tej Yam uas teev tseg tias yuav tsum ua raws yog dabtsi thaum uas muab cov ntaub ntawv xa mus rau [SEFilings@dgs.ca.gov](mailto:SEFilings@dgs.ca.gov)?**

- Kab lus sau hauv lus ntawm tsab ntawv email, daim ntawv lub npe thiab thawj nplooj ntawv ntawm daim ntawv yuav tsum muaj: **1) OAH Tus Lej Rau Rooj Plaub** (tsis li ces ntshe lawv tsis tau muab ib tug lej rau rooj plaub), **2) Tus Neeg Kawm Ntawv Lub Npe**, **3) Tog Neeg Ua Ntawv Foob**, thiab **4) Daim (cov Ntawv Lub Npe** (thov mus saib [Cov Kev Taw Qhia Ua Ntawv Foob Siv Computer](#) rau cov ntaub ntawv zoo ib yam lub npe).

➤ **Piv Txwv:** 2012345678 Smith, Joe: Tus Neeg Kawm Ntawv Cov Lus kom Nyob Twj Ywm

- Yuav tsum muab xa raws li yog hom ntawv PDF tso nrog rau tsab ntawv email.
- Daim ntawv yuav tsum muaj cov lej teev nplooj ntawv raws tus me mus rau tus loj.
- Tas nrho cov ntaub ntawv yuav tsum muaj ib Kev Pov Thawj Pab Cuam los qhia hais tias daim (cov) ntaub ntawv yeej tau muab xa mus txog rau OAH lawm thiab tas nrho cov tog neeg hais plaub uas muaj kev koom nrog rau hauv qhov teeb meem ntawd.

**8. Kuv puas yuav tsum ua ib daim ntawv foob mus rau ib tug neeg twg kiag thaum uas kuv xa cov ntaub ntawv mus rau [SEFilings@dgs.ca.gov](mailto:SEFilings@dgs.ca.gov)?**

Tsis ua, yog tias muab daim ntawv teev lub npe yog lawm thiab yeej muaj cov ntsiab lus uas ua tau raws li [Cov Kev Taw Qhia Ua Ntawv Foob Siv Computer](#), lawv yuav muab daim ntawv mus cob rau tus neeg ua haujlwm nyob rau ntawm OAH.

**9. Kuv puas yuav tsum tau muab hom ntawv PDF tis npe li cas thaum uas kuv muab cov ntawv xa mus rau [SEFilings@dgs.ca.gov](mailto:SEFilings@dgs.ca.gov)?**

Tas nrho cov ntaub ntawv yuav tsum teev npe kom meej nrog rau cov nram qab no: **1) OAH Tus Lej Rau Rooj Plaub** (tsis li ces ntshe lawv tsis tau muab ib tug lej rau rooj plaub) **2) Tus Neeg Kawm Ntawv Lub Npe**, **3) Tog Neeg Ua Ntawv**

**Foob thiab 4) Daim (cov) Ntawv Lub Npe.** Thov mus saib [Cov Kev Taw Qhia Ua Ntawv Foob Siv Computer](#) yog xav pom cov npe tis piv txwv rau daim ntawv.

**10. Puas muaj ib co sijhawm uas thiaj li ua tau ntawv foob mus rau OAH?**

Muab cov ntaub ntawv foob mus lub sijhawm twg los tau, tiamsis yog lawv tau txais cov ntaub ntawv uas tsis yog lub sijhawm ua haujlwm li niaj zaus (8:00 teev sawv ntxov-5:00 teev tsaus ntuj Lub Caij Nyoog Hnub Poob) ces yuav muab xam hais tias daim ntawv tau muab foob rau hnub ua haujlwm tom ntej lawm.

**11. Puas muaj qhov txwv tsis pub tshaj qhov loj me rau cov ntaub ntawv uas muab xa mus rau OAH?**

Ib qho lus uas muaj cov ntawv tso nrog daim ntawv xa mus yuav tsum tsis pub tshaj 50MB.

**12. Kuv puas yuav tsum tau sau tej Yam dabtsi rau hauv lub chaw sau lus ntawm tsab ntawv email thaum uas kuv xa cov ntaub ntawv mus rau [SEFilings@dgs.ca.gov](mailto:SEFilings@dgs.ca.gov)?**

Cov tog neeg sau tau cov lus rau hauv lub chaw sau ntawv ntawm tsab ntawv email; tiamsis cov lus sau yuav tsis muab xam hais tias nws yog ib feem ntawm daim ntawv foob. *Thov tsis txhob muab cov kev txuas chaw nyob Internet dabtsi rau hauv qhov chaw sau ntawv email.* Yog tias koj muaj lus noog los yog kev txhawb xeeb hais txog ib qho ntawv foob, thov tiv tauj ib tug nai tswj ntaub ntawv ntawm 916-263-0880:

**13. Kuv siv computer xa puas tau cov ntawv ua pov thawj mus rau OAH?**

Vim hais tias cov ntawv pov thawj feem ntau yog ib co ntawv ntawv heev, tsuas yog tau kev taw qhia los ntawm tus Xam Txiat Txwm Kev Cai Lij Choj uas raug xaiv tsa los mus mloog koj rooj plaub mas koj thiaj li siv computer xa tau cov ntawv pov thawj mus.

➤ **Qhov Tsis Xam Nrog:** Yog tias cov ntawv foob mus thiab/los yog cov ntawv pab txhawb hais ntsig txog rau lub xam cov lus lawv yuav tsum muab xa ua ke xws li yog tib daim ntawv. Thov ceeb toom hais tias tej Yam nyias sib txawv nyias yuav tsum muab teev meej rau thawj daim nplooj ntawv ntawm cov ntawv uas muab tso nrog.

**14. Yuav ua li cas yog tias ib daim ntawv foob raug muab xa mus rau OAH ua tsis raws li cov lus teev tseg tias yuav tsum ua ntawm [Cov Kev Taw Qhia Ua Ntawv Foob Siv Computer](#)?**

Cov neeg ua haujlwm rau OAH yuav tiv tauj tus neeg ua ntawv foob mus ceeb toom nws txog tej teeb meem ntawd.

**15. Kuv puas yuav txais tau kuv cov ntaub ntawv los ntawm OAH los uas yog siv email?**

OAH yuav ua haujlwm mus kom muab tau cov ntawm luag tseg ntawm cov ntaub ntawv plaub ntug uas yog ua pub dawb xa email tuaj. Thov rov tuaj saib dua lwm lub caij nyoog yog tias xav tau kev tshaj xo tshiab.